

# APPLICATION/PERMIT TO CONSTRUCT DRIVEWAY

DT1504 398 (Replaces EM404) s.86.07(2) Wis. Stats. & Ch. Trans 231 Wis. Adm. Code

Wisconsin Department of Transportation

Please fill out the required information on BOTH SIDES of this form and submit to the District Office per the attached instructions. PLEASE PRINT OR TYPE.

## DRIVEWAY LOCATION INFORMATION

1. Applicant Name	5. Area Code-Telephone Number	6. Highway Number	7. County
2. Applicant Mailing Address		8. <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City Of:	
		9. What Type of Driveway (check one) <input type="checkbox"/> New Driveway <input type="checkbox"/> Improve Existing Driveway <input type="checkbox"/> Relocate Existing Driveway	
3. Property Owner Name, If Not Applicant			
4. If Not Property Owner, Reason for Application	10. Driveway Within The ____ Quarter, of the ____ Quarter, Section ____, Township ____ North, Range ____ East		
Log Mile or Reference Point: (filled in by WisDOT)		11. Completion Date *	

12. What type of use will the driveway serve? (check one)
- |  |  |
|--|--|
| <input type="checkbox"/> Rural - Commercial/Industrial | <input type="checkbox"/> Urban - Commercial/Industrial |
| <input type="checkbox"/> Rural - Residential           | <input type="checkbox"/> Urban - Residential           |
| <input type="checkbox"/> Rural - Agricultural          |  |

13. Approximately how many times will vehicles use this driveway daily? (check one)
- |                                  |                                    |                                   |
|----------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> 0 - 100 | <input type="checkbox"/> 101 - 500 | <input type="checkbox"/> Over 500 |
|----------------------------------|------------------------------------|-----------------------------------|

14. What side of the highway is the proposed driveway located? (check one)
- |                                |                                |                               |                               |
|--------------------------------|--------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> North | <input type="checkbox"/> South | <input type="checkbox"/> East | <input type="checkbox"/> West |
|--------------------------------|--------------------------------|-------------------------------|-------------------------------|

This application is not an application for a right or easement of access for property that abuts a Controlled Access Highway or for a property whose access rights were previously purchased.

15. Is the proposed driveway less than 500 feet from another driveway on the same highway? ☐ Yes ☐ No

16. What is the name of the nearest side road from the proposed driveway?
- \_\_\_\_\_

17. Approximately, how far is the proposed driveway from the side road listed in 16 (distance can be measured in feet or miles) and in what direction is the proposed driveway from the side road? North

\* If the driveway is not completed by the "Completion Date" specified, a time extension must be obtained from the Department or this permit is null and void and the driveway shall not be constructed unless authorized through a subsequent permit.

The construction and maintenance of the driveway shall be the responsibility of the applicant. It is understood and agreed that approval is subject to the applicant's full compliance with the pertinent Statutes, as well as any codes, rules, regulations, and permit requirements of other jurisdictional agencies.

The applicant shall also comply with all permit provisions, superimposed notes, and detail drawings, which may be added by the Department. Any alteration of this form by the applicant is prohibited and may be cause to revoke this permit.

X \_\_\_\_\_  
(Property Owner / Authorized Representative Signature) (Date)

## PERMIT

Approved by Division of Transportation Districts

Permit Number

X \_\_\_\_\_  
(District Director or Approved Representative) (Date)

18. Does this parcel of land abut or border alongside another public road? ☐ Yes ☐ No. If yes, please indicate road's name.  
\_\_\_\_\_
19. Please provide a copy of documentation from the jurisdictional zoning authority to prove how the property is zoned. If no zoning has been assigned to the property, include a statement from the jurisdictional zoning authority to the effect that the land is unzoned.
20. If this parcel is unzoned as indicated in 19, please explain how the land is currently being used.  
\_\_\_\_\_
21. Are you aware of any future plans to change the zoning or land use for this parcel? ☐ Yes ☐ No ☐ Don't Know.  
If yes, please explain. \_\_\_\_\_
22. Are there any plans to divide the property into smaller lots? ☐ Yes ☐ No  
If yes, please explain? \_\_\_\_\_
23. How many existing driveways does this property currently have? \_\_\_\_\_
24. Are there any access restrictions limiting the number of driveways to this property, i.e.: subdivision plat, certified survey map, deed, access covenant (recorded or unrecorded)? ☐ Yes ☐ No *(If yes, please submit a copy of the access restriction agreement with the permit application.)*
25. Are there any access easements across the property (recorded or unrecorded)? ☐ Yes ☐ No  
*(If yes, please submit a copy of the access easement agreement with the permit application.)*

APPLICANT SHALL PLACE A FLAG OR MARKER IN THE HIGHWAY DITCH VISIBLE FROM THE HIGHWAY AT THE LOCATION OF PROPOSED DRIVEWAY.

Additional permit provisions are listed below (to be added by WisDOT):

#### CONDITIONS OF ISSUANCE

1. The permittee, indicated on the reverse side, represents all parties in interest, and that any driveway or approach constructed by or for him/her is for the purpose of providing access to property, and not for the purpose of parking or servicing vehicles, or for advertising, storage, or merchandising of goods on the highway right-of-way.
2. Except in cases where the indicated driveway access may be constructed by forces acting on behalf of the State in relation to a highway construction or reconstruction project, the permittee shall furnish all materials, do all work, and pay all costs in connection with the construction of the driveway and its appurtenances on the highway right-of-way. In every instance, the subsequent maintenance of the driveway and of its appurtenances within the limits of the highway right-of-way shall be the responsibility of the permittee, who shall be obligated to pay all costs and accomplish all works necessary in relation to the said maintenance of the driveway facility. Materials used and the type and character of the work shall be suitable and appropriate for the intended purpose. The nature of construction shall be as designated and subject to approval of the District Director. The driveway installation shall be made without jeopardy to or interference with traffic using the highway. Highway surfaces, shoulders, ditches, and vegetation which are disturbed by the driveway installation shall be restored to at least the pre-existing conditions by the driveway constructor. Any such facilities disturbed by operations relating to the subsequent maintenance of the driveway shall be restored by the permittee to the satisfaction of the District Director.
3. No revisions or additions shall be made to the driveway or its appurtenances on the right-of-way without the written permission of the District Director.
4. The Department reserves the right to make such changes, additions, repairs and relocations within statutory limits to the driveway or its appurtenances on the right-of-way as may at any time be considered necessary to facilitate the relocation, reconstruction, widening, and maintaining of the highway, or to provide proper protection to life and property on or adjacent to the highway.
5. The permittee, successors or assigns agree to hold harmless the State of Wisconsin and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit.
6. The Department does not assume any responsibility for the removal or clearance of snow, ice or sleet, or the opening of windrows of such material, upon any portion of any driveway or entrance along any state highway, even though snow, ice or sleet is deposited or windrowed on said driveway or entrance by its authorized representative engaged in normal winter maintenance operations.
7. Wisconsin Administrative Rule Trans 401 requires the permittee of **commercial** driveways to assure that proper erosion control and storm water management measures be implemented at all times during work operations. The permittee shall also be responsible for providing erosion control and storm water management measures to protect all restored areas upon completion of the driveway until the replacement vegetation achieves sustained growth.
8. ROCK, BITUMINOUS, CONCRETE, TIMBER OR OTHER EMBANKMENT RETENTION OR DRIVEWAY MARKING TREATMENTS ARE PROHIBITED.

## INSTRUCTIONS FOR APPLICATION/PERMIT TO CONSTRUCT DRIVEWAY

- Two copies of this application must be completed, signed and dated by applicant.
- Please type or print neatly in ink the required information on the application form.
- Retain one copy of the completed application for your record and submit the form with original signature to the Wisconsin Department of Transportation, District Office's address on envelope.

By following these instructions, you will increase the efficiency and speed of processing your application.

1. *Applicant's Name* - Provide full name of the property owner or agent requesting the permit.
2. *Applicant's Mailing Address* - Provide street name and/or P.O. box number, city, state, and zip code information. This address information is used to return application/permit to applicant.
3. *Property Owner's Name, if Not Applicant* - Provide full name.
4. *If Not Property Owner, Reason for Application?* - Driveway permits are issued under authority of s86.07(2) and Chapter Trans 231, Wisconsin Administrative Code (enclosed in this packet). Permits are only issued to the actual property owner, not to prospective buyers. If the applicant is not the present property owner, but plans on purchasing this property, submit a copy of the accepted "offer to purchase" document with your application.
5. *Area Code - Telephone Number* - Provide a telephone number where you can be contacted between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday. Note at the top of the form if there are certain times of the day and/or days of the week that are more convenient for contact.
6. *Highway Number* - This application is required ONLY for access points to the State Trunk Highway (STH) system. Refer to the enclosed maps. Contact your local official about the proper permit requirements if the driveway accesses a side road or street.
7. *County* - Provide the county name.
8. *Town - Village - City* - Check the appropriate box and provide the name.
9. *What Type of Driveway* - Check the appropriate box.
10. *Driveway Located Within The:* - This information can be obtained from the property tax bill or by contacting the appropriate local township, village, city, or county clerk. If you are unable to obtain this information, leave this section blank and WisDOT staff will fill it in.
11. *Completion Date:* - Provide the date by which all construction will be complete.
12. *What type of use will the driveway serve?* Check the appropriate box described by the following definitions:

Rural - Commercial/Industrial: a driveway that serves a retail, wholesale or industrial business located on property outside of the corporate limits of a village or city.

Rural - Residential: a driveway that serves a private home(s) located outside of the corporate limits of a village or city.

Rural - Agricultural: a driveway that serves a farm residence, building, or field.

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Urban - Commercial/Industrial: a driveway that serves a retail, wholesale or industrial business located on property within the corporate limits of a village or city.

Urban - Residential: a driveway that serves a private home(s) located within the corporate limits of a village or city. Refer to Chapter Trans 231, Wisconsin Administrative Code (enclosed) for more details, if needed.

13. *Approximately how many times will vehicles use this driveway daily?* Estimate how many trips will be made by vehicles going in and out of this driveway on a daily basis. For example, one vehicle going in and out of the driveway would equal two trips.
14. *What side of the highway is the proposed driveway located?* The enclosed STH map may be helpful in orienting you.
15. *Is the proposed driveway less than 500 feet from another driveway on the same highway?* This distance can be estimated by driving. (0.1 mile equals 528 feet)
16. *What is the name of the nearest side road from the proposed driveway?* Provide full name of the nearest intersecting road.
17. *Approximately, how far is the proposed driveway from the side road listed in 16 and in what direction is the proposed driveway from the side road?* The distance and direction can be estimated by starting at the point of the proposed driveway and driving down the highway until you reach the nearest public side road. The enclosed STH map may be helpful in determining the proper direction.
18. *Does this parcel of land abut or border alongside another public road?* Indicate the road's name, if the property lines of this land are next to another public road.
19. *Please provide a copy of the documentation from the jurisdictional zoning authority to prove how the property is zoned.* If no zoning has been assigned to the property, include a statement from the jurisdictional zoning authority to the effect that the land is unzoned. This information can be obtained by contacting your local zoning administrator or clerk of the appropriate township, village, city, or county.
20. *If this parcel is unzoned as indicated in 19, please explain how the land is currently being used?* You do not have to answer this question if the land is zoned.
21. *Are you aware of any future plans to change the current zoning or land use for this parcel?* If yes, briefly explain what the zoning or land use will be changed to.
22. *Are there any plans to divide the property into smaller lots?* If yes, briefly explain.
23. *How many existing driveways does this property currently have?* Field entrances should be included in this total.
24. *Are there any access restrictions limiting the number of driveways to this property?* If yes, submit a copy of the access restriction agreement with your permit application.
25. *Are there any access easements across the property?* An access easement is defined as granting another party the right of vehicular access across parcel.

If you have any questions about this application, please contact the district office that sent this application.